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ABSTRACT

Sources in this annotated bibliography are intended for persons who are called upon to moderate or participate in formal or large-group meetings, and for instructors who teach courses in parliamentary law or who must incorporate such a unit in a larger course. The 43 citations are organized by format: (1) manuals; (2) textbooks; (3) programmed texts; (4) readings and other specialties; (5) journal articles; (6) ERIC documents; (7) films; and (8) periodicals. (NKA)

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PARLIAMENTARY LAW

A Selected Annotated Bibliography

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August 1984

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These resources are both useful and available nationally, at least in the larger libraries. Anyone called on to moderate or participate in formal or large-group meetings will find them helpful. So will the teacher asked to teach a course on parliamentary law or to incorporate such a unit in a larger course.

Parliamentary law is the focus of three national organizations. (1) Oldest, largest, and most conservative is the National Association of Parliamentarians (NAP), founded in 1930 and currently headquartered at 3706 Broadway, Suite 300, Kansas City, Missouri 64111. NAP maintains a tape library of instruction in parliamentary law, holds biennial conventions in odd calendar years, and conducts examinations on the basis of which a member may become a Registered Parliamentarian. (2) Younger, smaller, and more innovative is the American Institute of Parliamentarians (AIP), currently headquartered at 124 W. Washington Blvd., Suite 144, Fort Wayne, Indiana 46863. Organized regionally, with chapters in some cities, AIP holds annual conventions and accredits by examination on two levels: Certified Parliamentarian and Certified Professional Parliamentarian. (3) The Commission on American Parliamentary Practice (CAPP) meets in conjunction with the annual convention of the Speech Communication Association. It has no certification program and consists primarily of those who teach speech or communication at the college or university level.

Resources of this bibliography are organized chronologically within the following sections: Manuals, Texts, Programmed (self-instructional) Text, Book of Readings, Articles in Communication journals, ERIC Documents, Films, and Periodicals.

MANUALS

Jefferson's Manual of Parliamentary Practice. First published in 1801 and still reprinted in the Senate Manual, this classic was written by Thomas Jefferson while he was vice-president and presiding officer of the Senate.

Cushing, Luther S. Cushing's Manual of Parliamentary Practice. Philadelphia: Winston, 1935. First published in 1844, this new edition was revised and enlarged by Albert S. Bolles. Some organizations established before 1876 retain Cushing as their parliamentary authority.

Robert, Henry M. Robert's Rules of Order Newly Revised. Glenview, Illinois: Scott Foresman, 1970. First publishied in 1876, with a revised edition in 1915, this manual has become for most laymen synonymous with parliamentary law. It was reprinted in 1981 with minor modifications.

Sturgis, Alice F. Sturgis Standard Code of Parliamentary Procedure. New York: McGraw-Hill, 1966. First published in 1950, Sturgis makes her unique contribution with a careful review of legal precedents, virtually all from state courts. She prepared a second edition in 1966; successive printings incorporate minor changes. Mrs. Sturgis died several years ago, but McGraw-Hill hopes to have a revised edition available soon.

Demeter, George. Demeter's Manual. Boston: Little, Brown, 1969. A universal edition was published in 1953; a "Blue Book" edition in 1969. Claims to be both a manual and a textbook. An unfortunate choice of small type makes this difficult to use.

McMonagle, James A. and Emil A. Pfister. The Membership Manual. New York: Vantage, 1970. Alphabetical arrangement of answers to questions on parliamentary procedure. Designed for easy reference. Out of print; probably available in larger libraries.

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BEST COPY AVAILABLE

Deschler, Lewis. Deschler's Rules of Order. Englewood Cliffs, New Jersey: Prentice-Hall, 1976. Deschler writes: "This book is an outgrowth of my experience as parliamentarian of the U.S. House of Representatives for nearly fifty years." He believes that the "House parliamentary system is readily adaptable to any membership organization that needs some form of parliamentary procedure." Not all reviewers have agreed with the author.

Bank, Dena Citron. How Things Get Done: The Nitty Gritty of Parliamentary Procedure. Columbia: University of South Carolina, 1979. Bank served the Woman's Club of Columbia as its parliamentarian. This manual grew out of her experiences. She advises using Robert for any problem she does not cover.

Farwell, H.W. The Majority Rules: A Manual of Procedure for MOST Groups. Pueblo, Colorado: High Publishers, 1980. Farwell is the current editor of Parliamentary Journal of AIP. He believes that most groups do not need the complexity or formality of Robert (or even Sturgis). For them he designed a parliamentary manual to simplify procedures. Among other things, he permits a majority vote to close or limit debate.

No disrespect is intended by the omission of manuals and brief texts by Baird, Eliot, Ewbank, Gregg, Mason, Stevenson, Whitney, and many others. Each has its own circle of devotees; several have gone through more than one edition.
In all honesty, however, Robert so dominates the market that it is difficult to keep other manuals and texts in print and available from bookstores.

TEXTS

Auer, J. Jeffery. Essentials of Parliamentary Procedure. Third edition. New York: Appleton-Century-Crofts, 1959. Prentice-Hall now lists this book. First published in 1940, this brief 57-page text by an elder statesman of the Speech Communication Association is intentionally compatible with Robert.

Jones, O. Garfield. Senior Manual for Group Leadership. Revised edition. New York: Appleton-Century-Crofts, 1949. Not on current Prentice-Hall lists. Spiralbound and indexed for easy reference. Out of print, but available in many good libraries and possibly through some used book shops.

Sturgis, Alice F. Learning Parliamentary Procedure. New York: McGraw-Hill, 1953. Well written and readable, with verses by Richard Armour and cartoons by Leo Hershfield. Mrs. Sturgis died several years ago. Several members of AIP have recommended revision, but McGraw-Hill does not seem to have any definite plans. Out of print.

Wellman, Hugo E. Parliamentary Procedure. New York: Macmillan, 1966. This paperback went out of print in 1977 but is available in some large libraries. Organized in 27 lessons with 113 pages and a quick-reference chart.

Hoogestraat, Wayne E. and Donald E. Sikkink. Modern Parliamentary Practice. Minneapolis: Burgess, 1966. Second edition. First published in 1963, this, too, has been out of print for some years. Contains many examples and illustrations of parliamentary practices.

Keesey, Ray E. Modern Parliamentary Procedure. Boston: Houghton-Mifflin, 1974. Most manuals and texts in this bibliography are compatible with Robert; they would otherwise not be marketable. This is the exception (along with Farwell's manual). Keesey's work is a radical departure from the Robert tradition. He dares to make major innovations, like elimination of little-used motions (postpone indefinitely) and of the much-abused motion to table, the most popular killing motion in American parliamentary practice.

The economics of the publishing business make publishers wary of competing in a relatively small market. Even some remarkably good work has been published privately or for a specific organization with a guaranteed clientele. Many instructors routinely adopt Robert, just as do many organizations.

PROGRAMMED TEXT

Gray, John W. and Richard G. Rea. Parliamentary Procedure: A Programmed Introduction. Revised edition. Chicago: Scott-Foresman, 1974. First ed. 1963. A well-planned self-instructional text usable as a supplement to one of the manuals. Keyed to RONR, as one would expect from a Scott-Foresman text.

Harper and Row allowed Wesley Wiksell's How to Conduct Meetings: A Programmed Instruction Manual on Parliamentary Procedure to go out of print. That is unfortunate, since only a few of its 500 frames offered problems to this reviewer.

READINGS AND OTHER SPECIALTIES

Bosmajian, Haig A. Readings in Parliamentary Law. New York: Harper and Row, 1968. This one-of-a-kind collection reprinted articles by Paul A. Carmack, Giles Wilkeson Gray, Joseph F. O'Brien, J. Calvin Callaghan, and others. It is out of print, but probably available in many libraries.

Ericson, Jon. Motion by Motion: A Commentary on Parliamentary Procedure. An introduction for members and delegates with notes and sources for teachers and parliamentarians. Privately printed, 1982. Ericson believes that "parliamentary procedure should assist rather than intimidate the members it serves." He therefore emphasizes "the simple machinery in Robert," and relates those rules to procedures actually used in meetings and conventions, and seeks to "encourage members to obtain and study, rather than shy away from RONR."

Patnode, Darwin. A History of Parliamentary Procedure. Third edition. Privately published, 1982. Available through AIP or from the author at 8400 Trail Haven Rd. Hamel, Minnesota 55340. Patnode brings together in 85 pages material that took him years to pull from many different sources. He begins with the Iliad, the Bible, and the Greeks, and winds up with Keesey and two legal approaches to parliamentary law as law.

Schlotzhauer, Virginia, and William J. Evans and John R. Stipp. Parliamentary Opinions. Published by the American Institute of Parliamentarians in 1982. Most of the opinions are drawn from the relevant column in Parliamentary Journal and earlier compilations of 1962 and 1974. These are thoughtful opinions on questions of importance to parliamentarians. The authors worked as a committee in reviewing the problems and preparing their replies. Robert is cited frequently but not by any means exclusively.

Bliss, Edwin C. "Please Come to Order: How to Preside or Participate More Effectively." A series of six casettes, twelve sides, half an hour to a side. In sum these provide a sound introduction to parliamentary law, lectures with some examples acted out on the tapes. Here is an alternative to a college course for those unwilling or unable to go back to school or take an extension course (or go to an AIP practicum). Available from AIP.

ARTICLES IN COMMUNICATION JOURNALS

Parliamentary Journal of the American Institute of Parliamentarians offers comprehensive coverage of the field of parliamentary law, publishing substantive articles in each issue.

The national and regional journals of the speech communication associations have never published more than a scattering of articles on parliamentary law, and even those have become less frequent in the last decade or two. They do publish many articles on public address and small group methods, and these often have tangential relevance and utility to students of parliamentary law. Here is a quick sampling of articles from the sixties and seventies:

Sandefur, Ray H., and John T. Auston. "The Parliamentary Idiom in a Municipal University." Western Journal of Speech Communication, 29 (1965), 172. At the time of this article the title of the periocical was just the Western Speech Journal.

Lawton, John H. "General Henry M. Robert and His Rules of Order." Communication Quarterly, 17 (September, 1969), 15-19. This Eastern States journal replaces Today's Speech, a journal that published frequent articles on parliamentary law.

Balgooyen, Theodore J. "Unusual Procedures for Extending Debate in the United Nations." Southern Speech Communication Journal (then the Southern Speech Journal), 32 (1966), 296-303.

Wells, Gayle V., and Richard G. Rea. "Status of Parliamentary Procedure in Southern Colleges and Universities." Southern Speech Communication Journal, 36 (1970), 43-48.

Kane, Peter E. "Extended Debate and the Rules of the United States Senate." Quarterly Journal of Speech, 52 (1971), 43-49.

Other popular and professional journals continue to publish occasional articles on parliamentary law, usually concerning a particular organization or situation.

ERIC DOCUMENTS

Current Index to Journals in Education (CIJE) indexes very occasional articles on parliamentary law.

Resources in Education (RIE) indexes convention papers on the subject and specialized publications that might otherwise be overlooked. Consider the following examples:

"Using Parliamentary Procedure: A Guide for Industrial Cooperative Training Programs." Learning Activities Package 3. Published by Virginia Polytechnic Institute and State University for use by Vocational Industrial Clubs of America (VICA). These are high school students taking a half day of school and the other half in supervised work experiences. ERIC ED 193 522.

Wolfarth, Donald L. "The University Parliamentarian as a Gambler." Convention paper, also published in Parliamentary Journal, January 1982. The parliamentarian learns when to "play it right," when to hold (against parliamentary ignorance), and when to fold and walk away (from a no-win situation). ERIC ED 215 378.

"Streamlining Parliamentary Procedure." Leadership Pamphlet # 15 published by the Adult Education Association. Includes seven articles and how tos. ERIC ED 216 229.

"Conducting Meetings." A 9-page publication of the Indian Education Programs of the Office of Elementary and Secondary Education. "Written for anyone interested in what makes a meeting run smoothly (and what doesn't)." Indexed in 1983. ERIC ED 225 791.

Haden, Ellen T. "Parliamentary Procedure Made Easy." Published by the Office of Vocational Education, South Carolina Department of Education. This 114-page pamphlet indexed in 1983 is one of a series of Guides for the Classroom Teacher. It contains 13 lessons and includes student handouts and transparencies. It is based on the Newly Revised Robert. ERIC ED 231 724.

FILMS AND PERIODICALS

Preparing films for educational purposes has become expensive. I am not aware of new films since our last bibliography was published in 1980; therefore, the section on films is reproduced below. Some of these films may not be available, but they may still be in many of the libraries affiliated with the Educational Film Library Association. As far as periodicals, I have seen only a few copies of National Parliamentarian but have no reason for changing the description from the 1980 bibliography. I edited Parliamentary Journal for three years and still contribute with some frequency, and I now edit the occasional issues of CAPP NEWS so again I have no reason for changing this section of the bibliography.

FILMS

A. Films appropriate for adult, college, and high-school audiences.

Conducting a Meeting. Coronet. 11 minutes, black and white. One of the Young America series, this film pictures a club meeting becoming confused. Errors are corrected by an off-camera voice. Film reviews the steps in correctly handling a motion.

Mr. Chairman: The Fundamentals of Parliamentary Law. Encyclopedia Britannica. 13 minutes, black and white or color. Animated. Explains motions and precedence, with chart and episodes.

Parliamentary Procedure. National Film Board of Canada. 22 minutes, black and white. Covers methods of presenting a motion, amendment, amendment to the amendment, point order, and parliamentary inquiry.

B. Films for high school students.

Majority Vote. McGraw-Hill. 7 minutes, black and white. A class of high-school students disapproves the support given by student-council representatives to a measure curtailing extracurricular activities.

Parliamentary Procedure. Coronet. 11 minutes, black and white. Reports a meeting of the Safe Drivers Club. Checks off a meeting agenda, stressing the methods of handling a motion, including primary and secondary amendments.

Parliamentary Procedure in Action. Coronet. 14 minutes, black and white. Shot at the University School of Indiana University. Shows the agenda of the high school dramatics club checked off item by item. Illustrates point of order, tabling, point of inquiry, division of the house, and a call for orders of the day.

PERIODICALS

National Parliamentarian. A quarterly publication of the National Association of Parliamentarians. Heavily used as a house organ by NAP, this journal has occasional substantive articles by important parliamentarians.

Parliamentary Journal. A quarterly publication of the American Institute of Parliamentarians. Includes substantive articles on parliamentary procedures and group decision-making, as well as an Opinions column, book reviews, and letters to the editor. Runs 40-44 pages. AIP has a separate house organ, the Communicator.

CAAP News. An occasional publication of the Commission on American Parliamentary Practice. A house organ with short articles and news items gleaned from many different sources.